

DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY

COORDINATING COUNCIL MEETING MINUTES

August 11, 2005

ATTENDEES: Debra Arrieta, DEMHS; Cheryl Assis, CRCOG; William Austin, CREPC; Richard Bailey, DOIT; Timothy Baldwin, Southbury FD; Chuck Beck, DOT; Brenda Bergeron, DEMHS; Brenda Bergeron, DEMHS; Christopher Bernier, DEMHS; Leonard Boyle, DPS; Peter Boynton, USCG; Sandra Brown, Hartford Hospital; Matt Bruns, CREPC; Matthew Cassavechia, Danbury Hospital; Kristin Dean, CRCOG; Douglas Dortenzio, Wallingford PD; Mary Rose Duberek; DEMHS; Mike Edgerton, USCG; Kerry Flaherty, DEMHS; Thomas Flaherty, POSTC; Paul Giguere, CT-N; Libby Graham, DEMHS; Len Guercia, DPH; Betsy Hard, Bloomfield PD; Donald Janelle, New Britain FD; Bob Kenny, DPH; Bob Labanara, CCM; Kathie McCormack, HTFD; Mike Maglione, Waterbury FD; Jeffrey Morrisette, CFPC; Jim O'Leary, COST; Bill Palomba, DPUC; Douglas Pesce, DHS; Michael Purcaro, DPH; Susan Rainville, POSTC; Mukesh Roy, YNHHS; Frank Rowe, Str. Lieberman's Office; Rosemary Salerno, DPS; Wayne Sandford, DEMHS; John Shaw, CRMMRS; Paul Skaff, CT-N; Michael Spera, Old Saybrook; Gary Stango, Hartford;; Dan Stebbins, US Attorney's Office; Carl Stephani, CCRPA; James Thomas, DEMHS; Wallace Thomas, Bridgeport FD; Roy Walton, CNG; Daniel Warzoha, Greenwich OEM; Edward Wilds, DEP

I. WELCOME

- A. Meeting Called to Order**
 - i. 9:12 a.m.
- B. Pledge of Allegiance**
- C. Welcome - Introduction of Attendees**

II. PUBLIC COMMENT

- A. None**

III. ACCEPTANCE OF MINUTES

- A. July 14, 2005 Meeting Minutes**
 - i. Correction to be made in Section B under Cross Banding UHF/VHF**
 - 1. Bullet referencing Norwalk to be changed to read "southwestern" portion of the state.**
 - ii. Minutes accepted with above changes.**

IV. COMMUNICATION RECEIVED

- A. No communications have been received.**

V. PRESENTATION OF EMERGENCY MANAGER OF THE YEAR AWARD

- A. James Thomas – Commissioner of DEMHS to make presentation along with Meredith Robson – Town Manager of Watertown.**
 - Award presented to David P. Hardt of Watertown.
 - Firefighter for 19 years.
 - 1997 became Deputy Fire Chief
 - Became Director of Watertown's Emergency Management in 2000.
 - Brought Emergency Operations Plan up-to-date and updated the town's emergency communications system.
 - Lead person responsible for compiling and finalizing the Smallpox Mass Screening and Vaccination plan and handling implementation.

VI. SUBCOMMITTEE (S)

A. Regional Boundaries Subcommittee – Co-Chairs Leonard Guercia and Judy Dowd

- Two meetings held
 - Regional Planning – July 1
 - Meeting held at DEMHS to discuss allocation strategy.
 - Regional Working Group – August 3
 - Meeting held at DPS Headquarters
 - Heard from Cromwell/Middletown/Portland/East Hampton would like to remain in Capitol Region.
- Recommendation
 - Subcommittee recommends that they move forward as map not set in stone and can be modified.
- Discussion
 - Old Lyme and Lyme – Are in situation concerning Millstone Power Plant. Stay in planning organization and command/control.
 - Does each area have a hazmat team/bomb squad? -- They each have hazmat team, but there are only three bomb squads in state.
 - Middletown Area Office
 - Will remain over Area 2, but office will now be located in Area 4. Concern that Area Coordinator will not be located in town.
 - Has there been other correspondence received from towns? -- No..
 - Does each area have a hospital? -- Yes
 - Area Offices
 - RPO Boundaries split.
 - Dealing with groups of towns not RPO's.
 - Let RPO's who are losing towns give recommendations.
 - RPO's have been involved in process.
 - Feel RPO boundaries should be respected..
 - What is the purpose of doing this and how does it impact other documents in State?
 - Concerns:
 - There are legal documents that do not include towns as outlined in map.
 - Local organizations do not include these towns. There are law enforcement and mutual aid compacts.
 - Change in planning will take a long time.
 - Reasons:
 - Need to prepare regions as the federal government has as one of their 7 mandates to have "Regional Cooperation."
 - There is no statutory mandate. However, there is a statewide blanket mutual aid legislation being discussed.
 - Summary of Committee Tasks:
 - Break state into regions. – No goal as to
- **Motion:**

Based on comments from Coordinating Council members move to review the report and have a formal presentation made at next months meeting by Len Guercia and Judy Dowd.

- **Motion approved.**

B. Training Committee – Jeff Morrisette, Chair

- Report provided to group
 - Copies of meeting minutes posted to website
- General/Global Issues
 - Training needs assessments
- Recommendations:
 - Develop multi-year plan for training
 - Draft of NIMS plan to be priority – Strong support from subcommittee
 - Build training capacity in Connecticut
- Concerns:

- Staffing of new agency
 - Current staffing at DEMHS is 1/3 of what UCONN had.
 - Personnel from UCONN could provide assistance
- Training area of concern
 - Need to communicate more effectively
- Training Plan - (Table Handout)
 - Projects need to be reviewed for training initiatives.
 - Needs are identified.
 - Training initiatives should be aligned with Regional Boundaries Planning Maps
- **Motion**
 - Made to endorse Project 15 - "Establish/enhance sustainable homeland security exercise program" and Project 16 - "Establish/enhance sustainable homeland security training program."
 - **Motion approved.**
- C. Public Safety Communications Interoperability Committee – Mike Varney, Chair**
 - Subcommittee Meeting Minutes on DEMHS website
 - Will provide detailed information as to subcommittee activities.
 - Efforts over last month
 - FY04 Grant Funding
 - Developed internal process to standardize a method for reporting through DEMHS grant office and back through committee for approval.
 - RFI for Communication Equipment
 - An RFI to be cut for communication equipment
 - Several informational training sessions held on radio operability.
 - **Motion**
 - No questions of committee and motion placed to accept report.
 - **Motion approved**
- D. Citizens Corps Advisory Council – Chief Austin, Chair**
 - Distribution of Meeting Minutes
 - Minutes from May 26, 2005 meeting distributed to members.
 - Subcommittee voted to support the DEMHS Regional Planning Boundaries.
 - FY05
 - Spending money to be based on performance.
 - Train 1,000 people for CERT activity
 - **Motion**
 - Would like to move forward on developing a training report on Citizens Corps
 - **Motion Approved**
- E. Credentialing Committee – Mike Spera, Chair**
 - Report to be provided at next Coordinating Council meeting.

VII. UPDATES

A. GRANT PROGRAMS

- **Updates**
 - **Focus to Move 04 Funding**
 - State has preliminarily reviewed majority of equipment requests received through March 05.
 - Revised package to include Law Enforcement/Citizen Corps.
 - Processing purchase orders at this time.
 - **Comprehensive Package – Due 7/15/05**
 - Point of Contact in town has been sent information with a (cc) to chief elected official.
 - Have controlled the release of the page to only the Point of Contact and CEO to handle and send back one document.
 - **BZPP Grant (Buffer Zone Protection Grant)**
 - Seventeen states to receive targeted funding.
 - Byrne/JAG funding for 05year funds still available.
 - **Equipment Standardization Committee**
 - Request for badge system received.
 - Documentation to be sent to the Credentialing Committee.
 - **DEMHS Grant Policy #1**

- Distribution of documented policy created by DEMHS Grants Unit in the reimbursement of overtime and backfill for part-time employees/volunteer responders participating in federal ODP training and exercises.
 - In order to take advantage of funding, established policy must be put in writing.
- Policy Provisions:
 - a. Provides ODP grant funds to cover overtime and backfill expenses or part-time and volunteer emergency response personnel participating in ODP training and exercises.
 - b. Payment allowed \$100 per 4 hour period not to exceed \$200 per day/person
- **Motion**
 - Looking for council approval/support to move forward.
- **Discussion**
 - Problem with towns taking in the money.
 - Need to have the opportunity to review policy items prior to meetings for council members to review prior to voting.
 - Goal is to have policy items sent out at least one week prior to meeting
- **Recommendation:**
 - To move forward and modify items as become necessary. Future bulletins that impact committee will be sent forward at least one week prior to the meeting.
- **Motion approved.**
- **Port Security Grants**
 - DHS designating 66 ports to be eligible
 - Bridgeport/New Haven only allowed.
 - Info session held in mid-May to explain rules and how to be competitive.
 - Coast Guard to engage DEMHS/DOT to put together better packages.
 - DOT position being added to Maritime Security grant exercise

B. NIMS

- **Status**
 - Michele working with Governor's Office to get resolution through on "opt" out to participate in mutual aid.
- **Plan Reviews**
 - Letter sent to major state agencies asking for representation on NIMS committee to work with planners.
 - Area Coordinators working with local towns to review.
 - Document ready to move forward.
- **Communications**
 - Notice sent out to all local Police and Fire trained in NIMS Course.
 - Working on critical reporting issues.
- **Motion**
 - Accept report
- **Motion Approved.**

VIII. OTHER NEW BUSINESS

A. Update on DEMHS

- Bill added EMS Community to Civil preparedness to have same rights.
 - Allowed when respond to state responders to medical director on site (HMAT)
 - Develop standards of practice for sponsored hospitals.
- CORECT
 - All CORECT functions have been provided to DEMHS staff.
 - New employees being trained on DEMHS functions.
- EMPG Letters
 - Letters have been signed and ready to send out to towns.
- Area II Coordinator Position
 - Working with DAS to fill position.
- Legal Advisor
 - Possibility of an attorney joining the DEMHS team.

- DEMHS Logo
 - Has been approved and will be displayed at next meeting.
- DEMHS Newsletter
 - New informational newsletter entitled "DEMHS Advisor" is being created.
 - Hope to have first issue out prior to next meeting.
 - First Issue Feature Story - Radiation Unit
 - Second Issue Feature Story - Communications

B. FY99/02 Funding

- Review of documentation submitted to feds.
 - For security reasons cannot obtain copy of other reports.

C. Security Assessment – Coast Guard

- Group established.

D. Media Relations MOU

- DEMHS has entered into an interagency agreement on the handling of the media relations during events.
- There will be only one spokesperson for events.

E. Prime Movers Training Session

- Held on June 20, 2005 at the CT Fire Academy from 1:30 p.m. – 4 p.m.
- Vehicles to be on display at location.
- Media Event
 - Arrangements being made to have Governor Rell make presentation.

IX. MEETING ADJOURNMENT

A. Meeting Adjourned at 11:15 a.m.

X. NEXT MEETING:

A. Thursday, July 14, 2005